



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **STUDENT ASSISTANT**

**\$8.13 - \$10.83/hour**

## **ENFORCEMENT BRANCH – FRAUD DIVISION**

## **ORANGE OFFICE**

The Orange Regional Office is seeking a Student Assistant obtaining a degree in Criminal Justice or Business Administration. Students with undeclared majors may also apply. The incumbent must exercise a high degree of initiative and independence in performing assigned tasks with a cooperative attitude and commitment to teamwork.

**RESPONSIBILITIES:** Under the supervision of the Supervising Fraud Investigator I or designee, the Student Assistant works with Fraud Investigator(s) and/or the Office Technician in collecting, organizing, and analyzing official and unofficial documents relating to assigned cases. Duties include data entry, reviewing Suspected Fraudulent Claim files, evidence and property control and assisting with statistical reports. Other support activities also required are statistical and data collection on criminal cases using a variety of computerized databases; retrieval of claim files from insurance carriers; preparation of investigative charts utilizing computers, and the preparation of draft correspondence and report(s). Student Assistants also load, transport, catalog and store evidence and assist in search warrant execution after the area is secured. Student Assistants may also assist in tape transcription may accompany investigators to prosecutor's office for criminal filings, case discussions and strategy meetings when appropriate; and complete miscellaneous administrative field duties at the direction of the Supervising Fraud Investigator I and/or Supervising Fraud Investigator II. Student Assistants also complete the review of suspected fraud cases utilizing Fraud Division Intake processes; obtain supplemental information and contact witnesses as needed; assist in the caseload management of a Regional Office, and complete service of process to known cooperative witnesses. *Fingerprinting and background check are required.*

### **DESIRABLE QUALIFICATIONS:**

- Ability to work independently as well as a team member.
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned task;
- Knowledge of Microsoft applications including Word, Excel, and Access databases.
- Must be able to work in a fast paced office environment and be able to maintain a courteous and professional demeanor at all times.

**WHO MAY APPLY:** Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof enrollment as a student in an appropriate college or university program and provide a copy of college transcripts. Applicants with a major course of study in Criminal Justice or Business Administration are preferred. Applicants with an undeclared major may also apply.

**APPLICATION PROCEDURE:** Send a completed standard State of California application and proof of enrollment to Stephanie Brewer, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "STUDENT ASSISTANT – ORANGE, 413-786-4870-901" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **PLEASE ATTACH PROOF OF ENROLLMENT AND COLLEGE TRANSCRIPTS TO APPLICATION.** For additional information, please call (916) 492-3411.

**FINAL FILING DATE:**      **May 14, 2007 or Until Filled**

**NOTE:**      **Interested individuals must submit an application in order to be considered for this position.**

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**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

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